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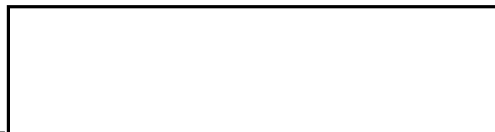
8 October 1971

MEMORANDUM FOR: Administrative Officer,  
SUBJECT : Family Visits to Headquarters  
Buildings

1. The Executive Director-Comptroller has approved a program for a visit to the Building of employees' spouses, mature and responsible children, mother, father, and other close relatives living with the employee. The Intelligence Directorate visitation will be on Saturday, 30 October. If there is sufficient interest, there will be two programs, one at 1030 and one at 1200. Offices will be advised of the specific schedule when plans are firm.

2. As in the program last year, the film "Need to Know" will be shown in the auditorium following a briefing by the DDI. At the conclusion of the film, visitors may tour the first floor of Headquarters Building including the Library, the Signal Center, and a historical display in the corridor. Lunches may be purchased in the North Cafeteria. Employees may also show guests their offices subject to any limitations imposed by its location or their components.

3. Because of space limitation, we would like as firm a figure as possible from you regarding the number of employees and number of guests planning to attend.



Chief, Administrative Staff  
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